

Example Safety Plan

Cover Page

1. Introduction

2. General Policy and Organisation

- 2.1 Policy Statement & Scope of Plan
- 2.2 Event Description
- 2.3. Risk assessments
- 2.4 Health, Safety and Welfare
- 2.5 Venue Organisation
- 2.6 Show Organisation
- 2.7 Show Command Structures
- 2.8 Organiser's Office
- 2.9 Media Management

3. Build and Break Periods

- 3.1 Construction Phase Plan
- 3.7 Space Only Structures
- 3.8 Traffic Marshaling
- 3.9 Vehicle Movement Onsite
- 3.10 Electrical systems

4. Security and Stewarding

- 4.1 Event Security and Stewarding
- 4.2 Door Opening to the Visitors

5. Communications

- 5.1 Radio Communications
- 5.2 Telecomms Communications
- 5.3 Tannoy Communications
- 5.4 Venue Control Room

6. Welfare, Fire and First Aid

- 6.1 Venue Emergency Duty Team (Fire Safety)
- 6.2 Venue Emergency Duty Staff (Medical)
- 6.3 Welfare Provisions

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- 7.1 Entry to the Visitors
- 7.2 Passes Categories
- 7.3 General Enquiries
- 7.4 Access to Contractors and Staff
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8. Contingency Planning

- 8.1 Flooding
- 8.2 Loss of Tannoy
- 8.3 Loss of Radio Communications
- 8.4 Power Failure
- 8.5 Violence to Staff/Visitors



Example Safety Plan

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8. Contingency Planning Cont.

- 8.6 Ejection Policy
- 8.7 Cancellation of the Event
- 8.8 Incapacity of the Event Operations Manager
- 8.10 Evacuation During Entry of the Visitors
- 8.11 Severe Weather (Heat)
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ANNEX A - CONSTRUCTION PHASE PLAN

ANNEX B - SUMMARY OF ROLES UNDER CDM

ANNEX C - PLAN FOR INCAPACITY OF KEY ROLES

ANNEX D - EMERGENCY PROCEDURES

ANNEX E - EVACUATION PLANS

ANNEX F - SITE RULES & INDUCTION

If you would like more details on the contents of this document, please contact Miriam Sigler at Ways and Means Events.

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